

## **California Commission on Peace Officer Standards and Training**

### **POST MULTIMEDIA PROGRAM PRESENTER CERTIFICATION CONDITIONS**

1. Each agency seeking certification as a POST Multimedia Program Presenter shall appoint a POST Multimedia Program Coordinator. The Coordinator shall read, understand, and follow these certification conditions before the agency is certified. The POST Instructor Resume Form (POST 2-112) must be submitted to POST via EDI whenever there is a change in Coordinator.
2. POST Multimedia Programs shall be presented in an environment that provides:
  - Availability of sufficient work space to permit each student to sit comfortably, review instructional materials and take notes.
  - Freedom from outside distractions, thereby permitting students to concentrate and view telecourses without interruption.
  - Televisions, settop DVD players, computers, projectors, or other playback equipment in sufficient size and number, and strategically placed, to allow adequate viewing by students.
  - Availability of sufficient heating, air conditioning and lighting.
3. The POST Multimedia Program Coordinator, or a person designated by the Coordinator (preferably a supervisor) shall facilitate the multimedia training presentation. The Coordinator/presenter shall minimally introduce the course, periodically observe the students during the presentation, and collect the roll at the end. Presenters of POST Multimedia Programs are encouraged to have a subject matter expert on site to answer questions and lead discussion during the training when possible. The POST Multimedia Program Coordinator shall be minimally responsible for:
  - Reviewing the POST-provided instructional materials and previewing each program, whenever possible, prior to conducting a presentation.
  - Ensuring that trainees attend the entire presentation and that they are properly attentive.
  - Ensuring that training is presented in a suitable learning environment, as described above, and addressing any issues related to operation of viewing equipment.
  - Maintaining attendance records for each POST Multimedia Program presentation.

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### **POST MULTIMEDIA PROGRAM PRESENTER CERTIFICATION CONDITIONS (cont.)**

4. For current POST training video DVDs (July 2012 and newer), POST provides accompanying printed instructional materials (Instructor Guide and Student Guide) as PDF documents on the DVD disc, along with instructions for printout and use.
5. All training videos are approximately two hours in length but are formatted into shorter roll-call length segments on DVD for convenient viewing. Videos must be shown in their entirety (in a single session or as a series of sessions) and may not be edited in any manner. To receive two (2) hours of Continuing Professional Training credit (CPT) for viewing a training video, trainees must view the video in the manner in which it was intended for presentation. Group-facilitated and Individual viewing options are offered with most newer training video DVDs.
6. At the end of each calendar quarter (i.e., September 30, December 31, March 31, and June 30), training video presenters shall submit a Course Roster (POST 2-111) reporting all training video presentations attended by trainees during the quarter.
7. POST presenters agree to assist POST, upon request, in evaluating the effectiveness of the POST multimedia programs.
8. Award of two (2) hours of Continuing Professional Training credit is solely limited to use of POST-specified training videos. CPT credit will not be awarded for viewing the same training video more than once, or for viewing of special/other POST videos not certified for credit. CPT credit for online Learning Portal programs will vary.
9. POST reimbursement for travel and per diem expenses will not be provided for completion of POST multimedia programs.
10. Training facilities, multimedia program presentations, training records, and adherence to these certification conditions are subject to review by POST. Failure to comply with these conditions may result in loss of all CPT credits accumulated by personnel who have participated in multimedia program presentations.